



Planning & Community Development

PLANNED ACTION DEVELOPMENT IN NORTH CITY BUSINESS DISTRICT (NCBD) SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> City of Shoreline Permit Application (attached).<input type="checkbox"/> Description of Proposal and Design Intent:
Describe how the proposal is consistent with the North City Subarea Plan and complies with the development standards of Chapter 20.90.<input type="checkbox"/> Environmental Checklist – one (1) copy ask for SEPA Checklist: The checklist is necessary to ensure that the project is appropriately mitigated in accordance with the planned action. Applications for a planned action development do not require issuance of the threshold determination under SEPA.<input type="checkbox"/> Site Plans – three (2 full size and 1 reduced - maximum 11" x 17") copies drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations <u>only</u> may not require as detailed of a site plan.<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location, identification and dimensions of all proposed and existing buildings and their uses.• Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.• Dimensions of all property lines.• Building/structure setbacks from front, side, and rear property lines.• Buildings within 50' of the proposed structure.• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.• Location of existing parking spaces, include traffic flow and all internal walkways. | <ul style="list-style-type: none"><input type="checkbox"/> Vicinity Map – one (1) copy drawn to engineering scale and showing the following:<ul style="list-style-type: none">• Streets, alleys, property lines of individual parcels, footprints of existing buildings, existing curb cut locations, and (if applicable) significant landscaping features within 300' from property lines of the subject proposal.• Graphic scale and north arrow.<input type="checkbox"/> Building Elevations – two (2) copies drawn to engineering/architectural scale and showing the following:<ul style="list-style-type: none">• Elevation drawings for each side of proposed structures.• Total height of the building.• Projections, upper floor setbacks, balconies, overhangs, principal building entrances, and similar architectural features (as specified in 20.90.060).• Roof pitch, roof overhangs, and chimneys.<input type="checkbox"/> Preliminary Landscaping Plan – three (3) copies drawn to engineering/architectural scale and showing the following:<ul style="list-style-type: none">• Location of all proposed landscape areas with location, type, and size of proposed plant material.• Locations, type, and size of existing vegetation to remain.<input type="checkbox"/> Parking Management, Pedestrian and Vehicular Circulation Plan – two (2) copies drawn to engineering scale and showing the following:<ul style="list-style-type: none">• Alleys, access lanes, parking areas, and curb cuts. Indicate direction(s) of travel.• Number, angle and size of parking stalls.• Service and emergency access driveways and loading area.• Pedestrian linkages, pathways, bike racks, and bike storage facilities. |
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Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org

- **Exterior Lighting Plan and Signage – two (2) copies** drawn to engineering scale and showing the following:
 - Building exterior and parking area lighting.
 - Pole and mounting height for all proposed fixtures (all fixtures must be designed to

prevent light spillage onto adjacent properties).

- All exterior building sign locations.
- All free standing signs.

Submittal Fee: \$149.50 (\$149.50 hourly rate, 1 hour minimum).

Please note: Fees effective 1/2012 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under “Popular Links” select “Permits”.